

# Research and Evaluation

## Meeting Notes

### June 21, 2004

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**Attendance** Starr Kohn, Jon Reincke, Calvin Roberts, John Staton, Gary Taylor, Mumtaz Usmen, and Candice Andre.  
Kris Mattila and Terry McNich (LTAP) by teleconference.

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**Meeting Overview**  
*(25 words or less)* Mumtaz Usmen led the team in discussion of action items and reference document summaries. The team conducted the final revisions to the DRAFT charter for the Michigan Transportation Research Council. The implementation plans were discussed and will be completed at the next meeting.

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- Meeting Notes**
1. A review of the May 24, 2004 brought no comments or revisions to the table.
  2. The MDOT Transit Executive Summary is a good reference document, especially the focus of the summary.
  3. The DRAFT charter will be sent to everyone that was involved in this team from the very beginning.
  4. Mumtaz Usmen contacted Kirk Steudle and received available dates to attend one of the Research and Evaluation team meetings.
  5. Open action items from May 24, 2004: Chris Williams will create a draft timeline for the implementation of the council and distribute to team members before next meeting.
    - Will revisit the idea of “outcomes” of the charter once Chris Williams submits the timeline.
  6. Summary of LTAP (given by Terry McNich).
    - Exists in every state and sponsored by the FHWA.
    - Funding is received from state DOT's and universities (Michigan Tech provides funding in Michigan).
    - Focus of LTAP is to create a technological transport. A major component is training for this transport of technology. Can be new technology or just best practices.
    - Interested in research because new technology usually comes out of research findings.
    - Do receive federal funding, which is matched by MDOT.
    - Main focus of this year is the reauthorization of TEA 21.
    - LTAP helps suggest types of research to local agencies, because research is usually not prominent in local agencies due to insufficient resources. (Ex. County in eastern Michigan had the idea of using hybrid vehicles for in-town police work, but county can not afford to research this on their own.)
    - Federal program is focused towards local agencies, but Michigan

- allows anyone to be involved – local, MDOT, consultants, contractors, etc., although the focus of training is on local agencies.
- The website for the organization is [www.michiganltap.org](http://www.michiganltap.org).
  - LTAP is a statewide agency with training in all geographical areas (contact database includes about 7500 names).
7. Smaller counties have very small budgets and spend most of money on snow removal. Most are not willing to try something new because it cost money and carries the risk of failure. It is very difficult for the county engineer to sell implementation ideas to the political entities. Need some sort of incentive for the counties to try more implementation. A major challenge is getting information out and publicized.
  8. Decision to use “will” throughout charter document instead of “shall”.
  9. Decision to attach list of stakeholders to charter, with definitions.
  10. Available dates for Kirk Steudle to meet with the action team are August 2 and 3, 2004. Mumtaz Usmen will try to get Kirk Steudle to commit to August 9, 10, or 11, 2004 because 8/2 and 8/3 are not working for a majority of the team members.
  11. Implementation plan (Support and expand the LTAP program to assist in technology transfers across political levels and support the local effort through incentives to use the resulting technology):
    - A major issue is that there is not a level playing field between local agencies. There is a wide range of progressiveness and capabilities between the local agencies.
    - Michigan’s LTAP program is one of the 50 nationally recognized programs.
    - Team needs to know what LTAP is exactly. Team members will review the LTAP website and coming material from Jon Reincke.
    - Once LTAP is understood, the team can work to initiate an action plan for communication between LTAP and their clients.
    - The local agencies would like to try certain things, but do not have the resources.
    - MDOT is obligated to support LTAP.
    - LTAP publishes “The Bridge” which includes the research record from MDOT.
    - Need to know what percentage of funding is being given to research and the transfer of information.
    - Will defer completing the LTAP implementation plan until next meeting due to insufficient information.
  12. The goal is for each implementation plan to come under the MTRC.
  13. Gary Taylor will distribute 2 documents for the team members to review: Minnesota Local Research Board, which provides a way to get information from locals on what research should be done and Key issues for local stakeholder involvement.
  14. Implementation plan (Develop a process to implement research findings.):
    - MDOT has put out a couple of reports on research and the implementation of that research (was it implemented, how it worked, etc.). Been around for the last 5-7 years. Is included in the MDOT annual report.

- This is a national issue – TIG (focus is implementation of transportation research) reviews research to support implementation.
  - This is an overwhelming task. MDOT lacks the resources and staff to document and review the implementation of research. Must acknowledge the fact that the expertise within state programs has been lost.
  - The needs are crucial to implement the research.
  - Team will complete this implementation plan at the next meeting.
15. Implementation plan (Evaluate the balance between the allocation of funds to planning vs. research.):
- 2% of budget goes to planning/research, with 25% of the money going to research. Need to make the case of how much money is needed as a whole.
  - The team will create an approach to recommend the restructuring/reallocation of funds for research.
  - Team will complete this implementation plan at the next meeting.
16. Post meeting critique: Lots of good discussion. Moving along well through the implementation plans.
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#### **Action Items**

1. Team members will review the DRAFT “Reference Documents” appendix for any missing information that needs to be included.
2. Mumtaz Usmen will give Jon Reincke the extended version of the MDOT Transit Executive Summary.
3. Candice Andre will forward list of database to team members and include it in the “Reference Documents” appendix.
4. Terry McNich will send out some LTAP information to Jon Reincke for distribution to team members.
5. Mumtaz Usmen will change numbers to bullets in charter.
6. Candice Andre will circulate the charter to team members for a final review. Document should be ready for circulation to all Action Teams in about 1 week.
7. Candice Andre will add stakeholder list to charter.
8. Mumtaz Usmen will email charter to Kirk Steudle for comments and send to Sara Smith to circulate to other action teams for information.
9. Mumtaz Usmen will discuss next meeting dates with Kirk Steudle.
10. Mumtaz Usmen will get information on the last Moderator’s meeting.
11. Jon Reincke will give Terry McNich’s email address to Mumtaz Usmen, and he will ask Terry McNich for needed information and what is expected out of the LTAP implementation plan. Suggest that Terry McNich be on call during next meeting to answer questions.
12. Gary Taylor will do more research on the Minnesota Board and other documents.
13. Mumtaz Usmen will send missing documents to Candice Andre for distribution to members and inclusion in the “Reference Documents” appendix.
14. Jon Reincke will get charter and information of TIG. He will also check reference database to see if there is a paper on how to implement research.

15. Team members will look for examples of research implementation from other sources.
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**Proposed  
Agenda Topics  
For Next  
Meeting**

1. Review of June 21, 2004 meeting notes / action items.
  2. Reports on action items.
  3. Reports on any document reviews.
  4. Finalize MTRC charter.
  5. Finalize implementation plans.
  6. Set dates for future meetings.
  7. Draft agenda for next meeting.
  8. Post meeting critique (Self-assessment of progress and accomplishments to date and strategies for addressing future meetings.)
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**Next Meeting  
Dates**

1. August 9, 10, and 11, 2004 are available at the MDOT – Maintenance facility per Calvin Roberts.
2. Thursday, September 2, 2004 from 1 pm to 4 pm. Calvin Roberts will check availability of MDOT – Maintenance facility. Will confirm venue at August 2004 meeting.